



Trust • Excellence • Service

Department of Administrative Services
State Purchasing Division

Sonny Perdue
Governor

Brad Douglas
Commissioner

OFFICIAL ANNOUNCEMENT # 06-07A
AMENDMENT

DATE: February 22, 2007

AREA: State Purchasing Division, Strategic Sourcing

TOPIC: FISCAL YEAR 2007 CUT-OFF PLANS

AMENDMENT: See Fiscal Year update under the Fiscal Year 2008 Requisition Instructions Section

The following procedures for processing FY 07 requisitions have been made as comprehensive and as practical as possible to assist you in the end of fiscal year planning process. The implementation of the “Notice of Intent to Award” process has necessitated an earlier completion date for evaluations; therefore, the cut-off dates listed on page 3 of this memorandum have been established to permit the SPD to complete the solicitation process and issue all notices of award by the close of business on Friday, June 29, 2007.

Agencies must submit the draft RFP, specifications, and/or drawings in the Requisition or send the draft RFP, specifications, and/or drawings to erequisitions@doas.ga.gov such that SPD has required documentation upon receipt of the requisition. SPD will not accept requisitions without required documentation.

PROCESSING PRECEDENT FOR REQUISITIONS RECEIVED AFTER THE CUT-OFF DATE

Generally, all requisitions received by the specified cut-off dates will be processed before year-end; exceptions are taken when market circumstances dictate or when specifications are unacceptable or impossible to process within the required time. These exceptions can not compromise or damage the State’s interest; therefore, requests received after the cut-off date will be given a lower priority than those received on or before the specified cut-off dates. The general order of precedence for processing requests after the specified cut-off dates is as follows:

1. FY’07 Open Market Requisitions
2. FY’07 Open Market Requisitions by date of receipt and with a requested July delivery and/or service date
3. FY’08 Agency Contract Requisitions
4. FY’08 Open Market Requisitions, by date of receipt and requested service or delivery date

CHANGE ORDERS AND CANCELLATIONS

Change Orders require a minimum of 15 days to review and issue. Careful planning can prevent spending valuable time intercepting requisitions for cancellation or revision, as each time a cancellation or change order is handled other year-end requests have to wait. Addressing change orders as early as possible will allow more time for conducting FY 2007 requests. SPD is requesting our customers address change orders as early as possible, which will allow more time for conducting FY 2007 requests, and to lessen the occurrence of accounting problems.

As a reminder, any Change Order request initiated by a PeopleSoft User that affects the original budgeted amount requires the Agency to run a second “BCM” before the SPD can complete the Change Order.

OVER-VALIDATION APPROVAL REQUESTS

Agencies are requested to utilize their purchasing expertise to accurately determine current market prices. This will allow for additional increases in price fluctuation and ensure the original amount reflected in the requisition adequately covers the product and service cost, which will eliminate the need for over-validation approval requests. Adequate planning up front will reduce waste time in seeking additional approvals. If the SPD must seek a request for over-validation, the agency needs to respond within forty-eight (48) hours. Failure to respond within this timeframe will result in the return of the requisition to the agency.

MOTOR VEHICLE APPROVAL

On November 8, 2002, the Department of Administrative Services issued an update to the October 17, 2001, moratorium expanding the requirement to include all vehicle types. The Office of Fleet Management needs approximately ten working days to complete all requests. Please plan accordingly. The update can be found on the Fleet Services website at www.ofm.doas.georgia.gov, select “Resources”, “Policies and Procedures”, and “Motor Vehicle Purchasing Moratorium Memo”.

PLANNING

Communication and planning are crucial to meeting the 2007 Fiscal Year End schedule; please plan with your users and budget staff to minimize the year-end rush. With your help and cooperation we can be assured that SPD will award all Fiscal Year 2007 requisitions by June 29, 2007.

FISCAL YEAR 2007 REQUISITION DEADLINES

Requisitions for Fiscal Year 2007 purchases and for Fiscal Year 2008 purchases with a delivery or service requested date of July 1, 2007 must be submitted to SPD by the following date:

March 30, 2007	Requests for Proposal and Requests for Quotation for Construction, Complex Services and/or Goods; these solicitations could result in an Open Market Purchase or Agency Contract.
April 6, 2007	Requests for Quotation for off-the-shelf goods/basic services; these solicitations could result in an Open Market/One Time Purchase or an Agency Contract.
April 6, 2007	Requests for Renewal or Extension of Current Contracts.

NOTE: Any 2008 requisition for which the delivery or service required effective date of July 1, 2007 has not been clearly marked will be deferred for procurement after July 1st.

LAST BID OPENING DATE FOR FISCAL YEAR 2007

The last bid opening date for Fiscal Year 2007 purchases, based on the type of procurement and the time required for evaluation, are listed below. The dates have been established to allow adequate time for evaluation of solicitations and preparation and issuance of Notices of Intent to Award. SPD is required to issue and mail all Notices of Award by the close of business on Friday, June 29, 2007.

May 11, 2007	Requests for Proposal; Requests for Quotation for construction or complex goods or complex services, which may include Agency Contracts
May 18, 2007	Requests for Quotation for off-the-shelf/basic goods and services, which may include Agency Contracts

FISCAL YEAR 2008 REQUISITION INSTRUCTIONS

Please note the highlighted revisions below.

Requisitions for 2008 purchases and submitted to SPD after March 30, 2007 must be identified as follows:

PeopleSoft Users must designate **"FISCAL YEAR 2008 PURCHASE"** in the Requisition Header "Comments" field.

Non-PeopleSoft Users must designate **"FISCAL YEAR 2008 PURCHASE"** in red ink or red rubber stamp on the requisition.

NOTE: **DO NOT combine two budget years on a single requisition.**